

## Office 2003 Integration, 2nd Edition + CertBlaster

**Publisher:** CourseILT

**Code:** 1423913620

**ISBN:** 1423913620

**Version:** 2

**Course Length:** 1-day (6+ hours)

**Prerequisites:** Windows 2000: Module I, Word 2003: Module I, Excel 2003: Module I, PowerPoint 2003: Module I, and Outlook 2003: Module I, or equivalent experience

**What's in Office 2003 Integration, 2nd Edition + CertBlaster:**

This ILT Series manual for Office 2003 Integration is designed to give proficiency in using those features that are shared across the Office suite, as well as how to use these programs in combination with each other. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with exam preparation software (download)

**Objectives:**

- Work with the Shortcut Bar, customize the Shortcut Bar, and use the Office Assistant.
- Share and link data across Office programs, and work with hyperlinks.
- Insert WordArt and ClipArt, embed objects, and link objects.
- Work with Web integration features and customize spelling tools.

### Topic-Level Outline

#### Unit 1 : Using task panes

*Topic A: \* Working with task panes*

- A-1: Examining task panes
- A-2: Using the Basic File Search task pane
- A-3: Using the Advanced File Search task pane

*Topic B: \* Mail merge*

- B-1: Using the Mail Merge task pane

#### Unit 2 : Using data across Office programs

*Topic A: \* Sharing data*

- A-1: Collecting multiple items
  - A-2: Pasting multiple items
- Topic B: \* Linking data*
- B-1: Using Paste Special to create a link
  - B-2: Using the Paste Options button to create a link
  - B-3: Editing linked data
  - B-4: Repairing a lost link

*Topic C: \* Working with hyperlinks*

- C-1: Using Paste Special to create a hyperlink
- C-2: Using Insert Hyperlink to create a hyperlink
- C-3: Navigating between files by using a hyperlink

#### Unit 3 : Working with objects

*Topic A: \* Inserting clip art*

- A-1: Inserting a clip art object

*Topic B: \* Working with diagrams*

- B-1: Exploring the Diagram Gallery
- B-2: Inserting an organization chart
- B-3: Inserting a pyramid diagram

*Topic C: \* Embedding objects*

- C-1: Using the Insert Object command
- C-2: Using the drag-and-drop method
- C-3: Creating a worksheet scrap file on the desktop
- C-4: Embedding a scrap file object in a document
- C-5: Editing an embedded object in a presentation

*Topic D: \* Linking an object*

- D-1: Linking an object in a presentation
- D-2: Editing a linked object in a presentation

#### Unit 4 : Other shared Office features

*Topic A: \* Integration with the Web*

- A-1: Saving a Word document as a Web page
- A-2: Using the New Document task pane to create a Web page
- A-3: Using Web Page Preview
- A-4: Publishing a presentation for the Web
- A-5: Using the Web toolbar

*Topic B: \* Customizing spelling tools*

- B-1: Adding a word to the custom dictionary
- B-2: Deleting a word from the custom dictionary
- B-3: Creating an AutoCorrect entry
- B-4: Deleting an AutoCorrect entry
- B-5: Working with the AutoCorrect Options button

*Topic C: \* Shared Workspaces*

- C-1: Discussing the Shared Workspace task pane
- C-2: Discussing the Meeting Workspace

#### Unit 5 : PowerPoint and Word integration

*Topic A: \* Integrating PowerPoint with Word*

- A-1: Exporting a presentation outline to Word
- A-2: Creating a presentation from a Word outline

#### Unit 6 : Outlook integration features

*Topic A: \* Sending data via e-mail*

- A-1: Sending a Word document in the body of a message
- A-2: Sending a presentation as an attachment
- A-3: Sending an Excel worksheet for review
- A-4: Replying to a review request
- A-5: Viewing the reviewer's comments

*Topic B: \* Working with the Journal feature*

- B-1: Recording Word document usage manually
- B-2: Using the timer to track file usage time

*Topic C: \* Working with your Address Book*

- C-1: Creating contacts by importing an Access database
- C-2: Using a Contacts folder in a mail merge

*Topic D: \* Smart tags and Outlook integration*

- D-1: Inserting a contact's address in a Word document
- D-2: Adding a new contact from Word
- D-3: Opening your Calendar from a Word document